



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
DIVISION OF EMPLOYMENT SECURITY

## DIRECT DEPOSIT AUTHORIZATION/CHANGE REQUEST

The Division of Employment Security provides a safe, easy, and trouble-free way for you to receive your weekly unemployment benefits. **Direct Deposit places your benefit payment electronically into your checking or savings account.**

### AUTHORIZATION/CHANGE

Use this form to apply for direct deposit or change the direct deposit information on file.

I hereby authorize Missouri Division of Employment Security, hereinafter called MODES, to initiate credit entries and debit entries for any erroneous credit, to my checking or savings account at the following bank or financial institution:

\_\_\_\_\_  
(bank or financial institution)

hereinafter called DEPOSITORY, to credit and/or debit the same to such account. I have enclosed one of the following for MODES use, necessary to allow deposits into my account: (check one)

- ☐ CHECKING ACCOUNT – Enclose a voided or canceled check.
- ☐ SAVINGS ACCOUNT – Enclose savings account number and routing number or savings deposit slip.

This authority is to remain in force until MODES has received notification from the undersigned of its termination in such time and in such manner as to afford MODES and DEPOSITORY a reasonable opportunity to act on it or until the end of the benefit year claim under which the direct deposit authorization was established, whichever comes first.

Social Security Number \_\_\_\_\_ Name \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Direct deposit does not take effect until 10 days after entry into our system to allow account verification with your bank or credit union. If benefits are due before that date, payment will be made by debit card. Information about deposits made to your account may be checked by calling the local/toll free number that you use for filing weekly claims, select “CLAIMANT INFORMATION” and then “AUTOMATED INFORMATION ABOUT A WEEK YOU HAVE ALREADY CLAIMED” or on the web at <http://www.dolir.mo.gov/es> and click on “VIEW MY CLAIM.”

### *Code of State Regulations*

*Under Missouri Code of State Regulations 8 CSR 10-3.130 the direct deposit application shall be filed with the division within seven (7) days after the filing of the initial claim. Unless a timely Direct Deposit application is received, any payments made on your unemployment claim will be sent to a debit card.*

### MAIL COMPLETED FORM AND DOCUMENTATION TO:

Attn: Benefits Unit  
Missouri Division of Employment Security  
P.O. Box 3100  
Jefferson City, MO 65102-3100

DUE TO ELECTRONIC PROCESSING, THIS  
FORM AND THE DOCUMENT MUST BE MAILED.  
DO NOT FAX.